

# Top tips for students being tutored



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It is your responsibility as a student to be ready for your tutoring appointment. Review and prepare material you don't understand and bring it to each appointment. The tips below will help you get the most out of your tutoring sessions.

## **Attend class**

Attend all of your classes. Your tutor is not a replacement for your professor. Lack of attendance at classes will result in a loss of tutoring privileges.

## **Prepare for your session**

Try to have specific questions ready for your tutor. Your tutor cannot review the entire week's work in a one-hour tutoring session. Be prepared to be specific about the areas of the course that are causing you the most difficulty.

## **Bring your materials**

Make sure that you bring all needed course materials to each tutoring session. Bring your class notes, textbook, copies of PowerPoints and handouts.

## **Review course material**

Review your notes, PowerPoints and textbook the night before each tutoring session to determine what you want to cover with the tutor.

## **Arrive on time**

Arrive on time for all tutoring sessions. Tutors are instructed to wait 15 minutes for their students. If you are going to be delayed longer than 15 minutes, your tutor may leave and you will be considered a 'no show' for your tutoring session. If you are running late, let your tutor know.

## **Give notice of a cancellation**

If you must cancel a session, you are required to give 24 hours' advance notice. Students are charged a \$15 fee each time they fail to provide 24 hours' advance notice. Failure to provide 24 hours' advance notice of a cancellation is considered a 'no show.' Two 'no shows' will cause you to forfeit your tutoring privileges for the remainder of the semester.

## **Plan ahead**

Take note of when your tests are scheduled and speak with your tutor in advance about an extra hour of tutoring during your test week, if necessary, to help you feel more confident.

## **Maintain academic integrity**

Do not expect your tutor to do your homework or assignments for you as this constitutes plagiarism, which has serious academic consequences for both you and your tutor.

## **Schedule wisely**

Choose a weekly tutoring timeslot that works best for you, but be flexible as your preferred timeslot may not always be available.

## **Provide feedback**

Complete an evaluation form for your tutor and submit it to the Student Academic Learning Services (SALS) receptionist. Evaluation forms are available at mid-semester and are a wonderful resource for our tutors. This is your opportunity to evaluate your tutor and the Peer Tutoring program.

## **Ask questions**

Speak with the Peer Tutoring coordinator if you have any questions or concerns regarding your tutoring.